



Brentwood School

DATA PROTECTION NOTICE FOR PUPILS, PARENTS, GUARDIANS AND ALUMNI

Introduction

This policy is intended to provide information about how Brentwood School ("the School") will determine the manner and purposes of processing of personal data where the data subjects include current, past and prospective pupils and their parents, carers or guardians (referred to in this policy as "parents").

It applies in addition to the School's terms and conditions, and any other information the School may provide about a particular use of personal data, including e.g. the School's policy on taking, storing and using images of children.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors, co-curricular workers and service providers) should also be aware of and comply with the School's data protection policy for staff, which also provides further information about how personal data about those individuals will be used.

Responsibility for Data Protection

In accordance with the Data Protection Act 1998 ('the Act'), the School has notified the Information Commissioner's Office of its processing activities. The school's ICO registration number is Z6606833 and its registered address is Middleton Hall Lane, Brentwood CM15 8EE.

The School has appointed the Bursar as Data Protection Officer ("DPO") who will endeavour to ensure that all personal data is processed in compliance with this policy and the Act.

Types of Personal Information processed by the School

The School may process a wide range of personal data about individuals including current, past and prospective pupils and their parents as part of its operation, including by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. about parents who pay fees to the School;

- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- where appropriate, information about individuals' health, and contact details for their next of kin;
- references given or received by the School about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils; and
- images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the School and school coach CCTV systems (in accordance with the school's policy on taking, storing and using images of children);
- Generally, the School receives personal data from the individual directly (or, in the case of pupils, from parents). However in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual), or collected from publicly available resources.
- The school may, from time to time, need to process "sensitive personal data" regarding individuals. Sensitive personal data includes information about an individual's physical or mental health, race or ethnic origin, political or religious beliefs, sex life, trade union membership or criminal records and proceedings. Sensitive personal data is entitled to special protection under the Act, and will only be processed by the School with the explicit consent of the appropriate individual, or as otherwise permitted by the Act.

Use of Personal Data by the School

The school will use (and where appropriate share with third parties) personal data about individuals for a number of purposes as part of its operations, including as follows:

- For the purposes of pupil selection and to confirm the identity of prospective pupils and their parents;
- To provide education services (including for those with Special Educational Needs and Disabilities), career services, and co-curricular activities to pupils; monitoring pupils' progress and educational needs; and maintaining relationships with alumni and the School community;
- For the purposes of management planning and forecasting, research and statistical analysis, and to enable the relevant authorities to monitor the School's performance;
- To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School and to enable pupils to receive direct confirmation of their own examination results;
- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical, dental and optical) care, and to take appropriate action in the event of an emergency or accident, including by disclosing details of an individual's medical condition where it is in the individual's

- interests to do so, for example for medical advice, insurance purposes or to organisers of school trips;
- where otherwise required by central or local government, for example for completion of DfE returns or in connection with the Local Authority's Youth Support Services (see below);
 - to assist the local National Health Service Trust to maintain Child Health Records (see below);
 - To monitor (as appropriate) use of the School's IT and communications systems in accordance with the school's Whole School Network and iPad Acceptable Use policies;
 - To make use of photographic images of pupils in school publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's policy on taking, storing and using images of children;
 - For security purposes, to prevent or detect crime and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations; and
 - Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the School.

Publication of examination results

The publication of examination results by schools, colleges and universities is a common and accepted practice. Many students enjoy seeing their name in print and the Act does not stop this happening. However, the Act does mean that the School has to act fairly when publishing results, and where people have concerns about their or their child's information being published, the School must take those concerns seriously.

This means that the School should make sure that all pupils and their parents or guardians are aware as early as possible whether examination results will be made public and how this will be done. This information will be repeated at regular intervals (eg at the start of each school year or examination term).

In general, because the School has a legitimate interest in publishing examination results, the consent of pupils and their parents or guardians to do so is not required. However, as the School would not wish to cause distress or harm, the School will consider carefully any objections lodged by pupils or their parents or guardians.

Use of Closed Circuit Television Cameras (CCTV)

The School uses CCTV for the purpose of surveillance for security reasons and to ensure safety on School coaches. On occasion the School may be legally required to share images with the Police or other law enforcement agencies if requested. Care is taken in the location of CCTV, to ensure that it does not intrude unreasonably on pupils' privacy. In addition, the School occasionally records lessons as a tool to improve teaching and learning and as required by Examination Boards who require practical activities to be recorded.

Youth Support Services

Once a pupil is aged 13 or over the School is required to pass on certain information to providers of youth support services in Essex. This includes name, date of birth, contact telephone numbers, course of study and destination of leavers. However, if you are over 16, you (or your parents) can ask that no information beyond name, address and date of birth be passed to the support services. Please inform the DPO if you wish to opt out of this arrangement.

National Health Service Records

Each year, the South Essex Partnership NHS Trust asks the School to provide a list of the Reception and Year 7 intake, including child's name, date of birth, address and postcode. At the same time, we are asked to update the records of pupils in other Year Groups. This information is used, for example, to inform immunisation programmes.

Keeping in Touch and Supporting the School

The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the school may also:

- Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the Society of the Old Brentwoods, the Friends of Brentwood School, Brentwood School Enterprises (BSE) and the Brentwood School Foundation;
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes;
- Collect information from publically available sources about parents' and former pupils' achievements, occupations and activities, in order to maximise the school's fundraising potential.

We may, from time to time, send you information about events and activities consistent with the School's aims and ideals, including to promote the Brentwood School Foundation. Should you wish to limit or object to any such use, or would like further information about them, please contact the DPO in writing.

The Society and BSE are data controllers in respect of the personal data they receive, and must themselves comply with the Act.

Rights of Access to Personal Data ('Subject Access Request')

Individuals have the right under the Act to access to personal data about them held by the School, subject to certain exemptions and limitations set out in the Act. Any individual wishing to access their personal data should put their request in writing to the Bursar, the DPO.

The School will endeavour to respond to any such written requests (known as "subject access requests") as soon as is reasonably practicable and in any event

within statutory time-limits. The school may charge an administration fee of up to £10 for providing this information.

You should be aware that certain data is exempt from the right of access under the Act. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts (though examiners' comments may fall to be disclosed), nor any reference given by the School for the purposes of the education, training or employment of any individual.

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. Pupils aged 12 or over are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested. All subject access requests from pupils will therefore be considered on a case by case basis.

A person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

The School will not comply with a subject access request if it is not obliged to do so under the Act.

Whose Rights

The rights under the Act belong to the individual to whom the data relates. However, the School will in most cases rely on parental consent to process personal data relating to pupils (if consent is required under the Act) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent. Parents should be aware that in such situations they may not be consulted.

In general, the School will assume that pupils consent to disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare, unless, in the School's opinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the School will maintain confidentiality unless, in the school's opinion, there is a good reason to do otherwise; for example where the school believes disclosure will be in the best interests of the pupil or other pupils.

Pupils are required to respect the personal data and privacy of others, and to comply with the School's Whole School Network Acceptable Use Policy and the School Rules. These are set out in the Behaviour Management Policy which can be found on the School website.

Data Accuracy, Security and Retention

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the DPO of any changes to information held about them.

An individual has the right to request that inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under the Act) and may do so by contacting the DPO in writing.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals. All staff will be made aware of this policy and their duties under the Act.

The school will retain data for as long as is necessary in the circumstances but in any event for no longer than 12 years. Thereafter the School will keep backup copies which will not be accessible save in the case where the court makes an order, a search warrant is executed or in other exceptional circumstances which will be considered by the DPO and the principal of the School on a case-by-case basis. In all cases the Act will be complied with. The school reserves the right to seek legal advice and consult with the ICO in appropriate circumstances.

Queries and Complaints

Any comments or queries on this policy should be directed to the DPO by emailing Bursar@brentwood.essex.sch.uk.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Act, they should utilise the School Complaints Procedure and should also notify the DPO.